

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
Southern District of New York**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Investigative Analyst, GS-1801-9.

SALARY RANGE: GS-9: \$52,398.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has known promotion potential to GS-1805-11. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties.

VACANCY ANNOUNCEMENT NUMBER: 09-SDNY-18ci

OPENING DATE: 08/19/2009

CLOSING DATE: 09/02/2009

DUTY LOCATION(S): United States Attorney's Office, New York, NY

NUMBER OF VACANCIES: One

CONTACT: Name: Human Resources
Phone #: (212)637-2650
Email: usanys.jobs@usdoj.gov

WHO MAY APPLY: All U.S. Citizens

Note: This is a sedentary analyst position and does not involve field work.

DUTIES:

The position is located in the Criminal Division of the U.S. Attorney's Office, Southern District of New York and is responsible for analyzing case related information to include proffer session notes, case details, and charging documents to detect trends and develop case specific subject profiles to further criminal

investigations cases. Pertinent information from the above sources is input into a database for maintenance and later retrieval in the form of reports, queries, and maps.

QUALIFICATION REQUIREMENTS

Applicants must possess either one year of experience equivalent to the GS-7 in the federal sector that involved entering, maintaining, and querying case related information into a database, analyzing case related information and summarizing trends, and preparing reports to further investigations, OR, possess a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. if related, OR, a combination of experience and education that when combined equal 100% of the above.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHOD - Applicants who meet the basic eligibility requirements will be further evaluated and rated under category rating and selection procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants are encouraged to address their background related to the KSAs, in clear and concise paragraphs. Failure to respond to the KSAs may result in a lower rating in the evaluation process. When answering the questions, remember that your experience and education are subject to verification. Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into one of three categories as described below:

1. Best-Qualified Category. Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities.
2. Well-Qualified Category. Meets the qualifications described under the Qualified Category and demonstrates experience based on responses to the knowledge, skills and abilities described below.
3. Qualified Category. Meets the minimum qualifications for the position.

Knowledge, Skills, and Abilities:

1. Ability to enter, maintain, and develop reports using a database.
2. Ability to geocode addresses in a database, generate maps, and analyze geographic data to identify relationships and patterns.
3. Ability to analyze and summarize vast amounts of case related information into a cohesive report to spot trends and patterns and to further investigations.

4. Ability to establish and foster effective working relationships with AUSAs, Investigators, and with law enforcement personnel at various state and local agencies.

How To Apply:

To apply for this position, you must electronically submit your resume to usanys.jobs@usdoj.gov. Applications must be received by 5:30 pm Eastern Standard Time by the closing date.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- * Agreement - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.
- * **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.
- * **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- * **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of Level 3 (Fully Proficient)@ on each critical KSA of the IDP.
- * **Conversion to Career/Career-Conditional Appointment** - The federal career intern program is a two year excepted service appointment. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements, and subject to the availability of a suitable position at the end of the internship. Training will be provided during the internship period. Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at the following link:
<http://www.opm.gov/veterans/html/vetsinfo.pdf>

AGENCY REQUIREMENTS AND INFORMATION

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfed.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Federal Holidays - You will be paid for federal holidays that fall within your regularly scheduled tour of duty. For additional information visit: <http://www.opm.gov/fedhol/index.asp>.

Transit subsidy - Our office currently offers transit subsidy.